OC-M-70-109

17 February 1970

25X1A

MEMORANDUM FOR: Chief, [          ]
                Chief, SCD ✓
                Chief, SPD ✓
                Chief, CCD ✓
                Chief, Ops
                Chief, PCS ✓ *Requise*
                Chief, R&D ✓
                Chief, Admin
                Chief, CMS ✓
                Chief, CS

SUBJECT        : Savings Through the Use of Computers


    1.  Attached herewith is a copy of a memorandum from the office of
the DD/S requesting information from OC related to: "Savings Through the
Use of Computers."

    2.  Paragraph 2 of the attachment outlines the information requirements
as they are now known.  If you have questions, pass them to me and I will
find an answer to your query.

    3.  Please make your accumulated information available to me on or
before 6 March 1970.


[                              ]                        25X1A

Executive Assistant, OC

16 FEB 1970


MEMORANDUM FOR:   Director of Communications
                  Director of Finance
                  Director of Medical Services
                  Director of Personnel
                  Director of Security
                  Director of Training
                  Director of SIPS Task Force

SUBJECT          :  Savings Through the Use of Computers


    1.  During a briefing last fall about activities in the Support Directorate, the Director asked me to produce a report showing what the Agency had saved by installing the several computer systems that we have throughout the organization.  We have asked the Information Processing Board to assist in the collection of the necessary information from the other Directorates.  In the Support Directorate we will have to rely on each of the Offices to give us the information we need.  The Director of the SIPS Task Force may be able to suggest areas for consideration but only the using components can produce the data required.

    2.  The kind of information we need can be divided into three categories:

    (a)  Instances where we have actually saved positions and can show a reduction in strength by attrition or that the people were made available for assignment to other duties.  To the extent possible the numbers saved and the programs to which they were assigned should be identified.

    (b)  Instances where we have been able to assume a heavier workload without increasing the numbers of people.  For example, we know that when we put the payroll on the computer in 1960 we had a certain number of payroll clerks to pay a given number of employees. We should be able to show that we now pay several thousand more employees with the same or a lesser number of payroll clerks.  Figures, of course, should be shown either precisely or in reasonable approximation.
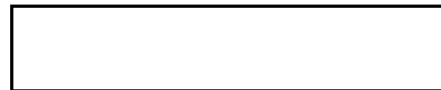
(c) Instances where we are using computers to do things that we would otherwise be unable to do.

4. I have asked the DDS Information Processing Coordinator to consolidate the information collected from within the Support Directorate and the other Directorates into a single report for presentation to the Director. You are requested to furnish him the necessary information no later than 13 March 1970.

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R. L. Bannerman
Deputy Director
for Support

cc: Chairman, Information Processing Board